

# **Summer Job Search & Volunteer Opportunities**

Kyla Friel, Career Services | March 18, 2025  
Special Presentation by Blue Ocean

# Agenda

BLUE OCEAN PRESENTATION

ELEVATOR PITCH

COVER LETTER & RESUME

SUMMER EMPLOYMENT PROGRAMS

VOLUNTEER OPPORTUNITIES

\*POLL: WHAT SUMMER JOB ARE  
YOU HOPING FOR?

An aerial photograph of a dense city skyline, likely New York City, with numerous skyscrapers and a river visible in the background. A large, light blue rectangular box is overlaid on the left side of the image, containing the text 'Elevator pitch'.

# Elevator pitch

Explain versus sell.  
Make your best impression on your own terms.

The Muse 15-minute method to writing an unforgettable elevator speech

What you do  
Why it matters  
Why/how you do it  
What's next (summer job goals or career goals)

# Use your elevator pitch 3 ways

<b>Resume (shortest length)</b>	<b>Cover letter (medium length)</b>	<b>Interview (longest)</b>
2 to 3 sentences in your profile or summary section at the top of your resume	The first paragraph of your cover letter	As a 1-minute verbal introduction to who you are.

YOUR NAME, CONTACT  
ORGANIZATION NAME, ADDRESS  
JOB TITLE AND ID NUMBER  
DATE  
GREETING – DEAR HIRING MANAGER  
PARAGRAPH 1 – ELEVATOR PITCH  
PARAGRAPH 2 – STAR TECHNIQUE  
PARAGRAPH 3 – STAR TECHNIQUE OR  
VALUES, CONTRIBUTIONS YOU CAN  
MAKE  
PARAGRAPH 4 – CLOSING  
SINCERELY,  
YOUR NAME

## **Cover letter structure**

## SAMPLE COVER LETTER

### Jane Morriveau

78-A Pine Street East, Halifax, Nova Scotia

902.555.1212 / jane.morriveau@msvu.ca / <https://www.linkedin.com/in/janemorriveau>

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Human Resources  
Clothing Store  
25 Main Street  
Halifax, Nova Scotia B3J 2D4

RE: Application for Salesperson – Competition #J274-799

May 1, 2021

Dear Hiring Manager,

I am interested in applying for the position of salesperson at Clothing Store. I've developed persuasive sales skills and cash handling experience as fundraising chair of the Business and Tourism Society. As student entering the third year of my Business and Tourism degree, my focus on economics and accounting has helped me understand the day-to-day routines needed to successfully manage a business.

The ability to keep organized and motivate others is important in a sales environment. In addition to my experience in fundraising, I acquired great multitasking and leadership skills through my involvement as a timekeeper at varsity basketball games and as a coach of a junior soccer team. When big outcomes were at stake – like maintaining fair play during an intense game or landing a major sponsor for our society's year-end gala – multitasking and leadership have helped me and my colleagues win the day.

I was impressed to see Clothing Store listed as one of Canada's Top 100 employers. I would love the opportunity to be a part of your company. I am available for an interview at your convenience. You can contact me at 902.555.1212 or via email at jane.morriveau@msvu.ca. I look forward to hearing from you.

Sincerely,

Jane Morriveau



# star technique


**Situation** – Describe the context or problem, what was happening

**Task** – What needed to be done/decision you or the team needed to make

**Action** – The step(s) you took, what happened next

**Result** – The outcome

\***Bonus** – What you took from the experience and apply to your career



YOUR NAME, CONTACT  
PROFILE OR SUMMARY (OPTIONAL)  
EDUCATION  
SKILLS  
WORK EXPERIENCE  
VOLUNTEER EXPERIENCE  
PROFESSIONAL DEVELOPMENT  
CERTIFICATIONS AND TRAINING  
AWARDS  
\*OTHER SECTIONS AS NEEDED (E.G.  
LANGUAGES)  
AREAS OF INTEREST

# resume structure



*Your Name*

email@msvu.ca | 902-XXX-XXXX  
123 Your Address, City, NS B0A 0A0

## Profile

Fill in profile text here. Remember to closely review every section before submitting your resume for a job application.

## Education

**Bachelor of X**, Subject (major), Subject (minor) 20XX – Present  
Mount Saint Vincent University, Halifax, NS

## Skills

- Most relevant skill with description
- Another relevant skill
- Another relevant skill

## Work Experience

**Job Title** Sep. 20XX – Present  
Company name, City, NS

- Include responsibilities and achievements for your most recent role.
- Statement 2.
- Statement 3.

**Job Title** May 20XX – Aug. 20XX  
Company name, City, NS

- If adding a third job, copy [ctrl+c] and paste [ctrl+v] this item.
- Statement 2.
- Statement 3.

## Volunteer Experience

**Volunteer Title** Oct. 20XX – Present  
Organization, City, NS

- Include continuous, consistent, relevant, and/or long-term volunteer experience.
- May include more than one volunteer role, just copy and paste this item.

## Professional Development

Name of activity or event Nov. 20XX  
*Brief description of activity or event*  
Organization hosting activity or event

## Training and Certifications

Name of training or certification May 20XX  
*Brief description of training or certification (try to make it relevant)*  
Organization offering training or certification

Name of training or certification May 20XX  
*Brief description of training or certification (try to make it relevant)*  
Organization offering training or certification

Name of training or certification May 20XX  
*Brief description of training or certification (try to make it relevant)*  
Organization offering training or certification

## [Other Sections as Needed]

Consider including languages, awards, published articles, academic or professional memberships relevant to the job, or some other category that shows your skills, talents, and fit for the job.

## Interests and Activities

Organization, group, or activity name Apr. 20XX – Present  
*Brief description*



# summer employment programs

## **Open now/April 21**

[Canada Summer Jobs](#) – Good variety. Opens April 21. [Parks Canada](#) – Best for students able to relocate for summer work. Canadian citizens and permanent residents up to 30 years old can apply

## **Closed March 10 – deadline extended?**

[Clean Foundation Leadership Summer Internship](#)

Domestic and international students up to 30 years old can apply. Requires account registration. Check for designated jobs

## **Open now/Year-round – [Federal Student Work Experience Program](#) (FSWEP)**

Year-round, part-time/full-time. Pool format. Canadian citizens and permanent residents up to 30 years old can apply

## **Open now –**

[Government of Nova Scotia Job Postings](#)

Use keywords 'summer' and 'student' to filter jobs. Must be returning student; no age limit. Check job posting for details



# summer employment programs

**Open until April 6 –**  
**[Halifax Regional Municipality Parks & Recreation](#)**. Must be a returning student; domestic and international students can apply. No age limit.

**Check starting April 1 – [Nova Scotia Summer Student SKILL Incentive](#)**.  
Domestic and international students can apply. No age limit. Look for 2025 Summer Job Catalogue (PDF) on main page.

### MSVU CAREER CONNECTS

Great for off campus jobs, for the summer and year-round too!

### NOVA SCOTIA WORKS – JOB SEARCH

Job postings collected by centres across NS

### IMPACT ORGANIZATIONS OF NS – JOB BOARD

Job postings in the community/advocacy field

### CAREER BEACON

Use 'More Filters' tab to look for 'Only student jobs'

Instagram [@halifaxnoisejobs](#)

Local jobs posted regularly

## Other job posting platforms

# Research employers first

[Canada's Best Diversity Employers](#)

[Canada's Top Employers for Young People](#)

Impact Organizations of Nova Scotia – [Sector Network Map](#)

[Nova Scotia 211](#) (search by topic)

[Buy Local](#) (search by item)





# Volunteering

Use these platforms to filter by location and type of volunteering.

[Volunteer Halifax](#)

[Volunteer Nova Scotia](#)

[VolunteerConnector](#)

**Thank you**

**CAREER SERVICES**

IN-PERSON, VIRTUAL APPOINTMENTS

**COUNSELLING@MSVU.CA**

**902-457-6567**

\*DROP-INS THURS. MARCH 20 & 27

IN THE MCCAIN ATRIUM

1 P.M. TO 2:30 P.M.